

KALAMAZOO HISTORIC PRESERVATION COMMISSION

CITY HALL - 241 W. South – Community Room – 2nd floor

TUESDAY, November 12, 2019 – 6:00pm

I. Call to order:

II. Approval of Absences:

III. Approval of Agenda:

IV. Introduction of Guests:

V. Citizen Comments on NON-agenda items* & Correspondence:

- a. Consultation about a potential house move from 427 South Park (outside the historic district) to the rear of 725 Academy (inside the South Street – Vine Area Local Historic District)
- b. Correspondence – SHPO letter – Fountain of the Pioneers removed from National Register **ITEM A**

VI. Financial Report (20 min) (Sabel) The actual adopted budget for working capital to be brought forward from fund balance if needed is \$25,000.

- a. REVENUE August & Sept \$0 YTD (\$477.60)
- b. EXPENDITURES August & Sept \$0 YTD (\$2939.29)
- c. BALANCE REMAINING (\$83,260.75)*
 - i. *Finance still hasn't adjusted the working capital budget in the revenue budget.
- d. *RESERVE FUND (\$28,015) (Quarterly reports – Feb., May, Aug, Nov)*

VII. Action and Discussion Items

- a. Reconnaissance Level Historic Resource Survey & CLG Grant (Ferraro/Sabel) **ITEM B**
- b. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
 - i. Renew Next Exit History – Summary report **ITEM C**
- c. Practical Homeowner Workshops (Gorham/Ferraro)
 - i. Final Report **ITEM D**
 - ii. Set date for committee to meet and plan 2020 workshops
- d. Grave Issues – Cemetery Project (Timmerman)
 - i. Request for reimbursement for Ferraro from HPC for materials used on Oct. 5 **ITEM E**
 - ii. Report on first graveyard cleaning shift on October 5 **ITEM F**
- e. Preservation Month (PM) (Gorham) **(15 min) No report**
- f. Designation & Sites (D) – Robinson (10 min) Report at meeting
- g. Sustainability (SU) – **(10 min)** (Ferraro/Koenig) (Hidden Kalamazoo Book) **ITEM G**
- h. Operations (O) – Koenig (5 min) Report at meeting

VIII. Old/New Business

- a. Quarterly report on Section 106 reviews **ITEM H**
- b. Sponsorships for MHPN 2020 Conference in Kalamazoo **ITEM I**
- c. Recruiting new HPC members - Application from Tim Hills **ITEM J**

IX. Approval of meeting notes: (5 min)

- a. July 9, 2019 (Thanks Regina!) **ITEM K**
- b. September 10, 2019 **ITEM L**

X. Coordinators Report on non-agenda items (5 min)

- a. Coordinators monthly report **ITEM M**

XI. Citizen Comments on NON-agenda items*

XII. Commissioner Comments

Adjourn

8:00 PM

The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City's historic resources, and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804. *The Commission's Work Plan is on the reverse side.

* Citizen Comments are limited to four minutes on non-agenda items. During agenda items, citizens are also requested to limit their comments to four minutes unless invited to join in the discussion by the Commission.

KALAMAZOO HISTORIC PRESERVATION COMMISSION GOALS FOR 2019-2022

Chair: Josh Koenig Vice-chair: Regina Gorham
Secretary: Kerrie LeClercq Treasurer: Nicole Sabel

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PRIORITY GOAL #1 LEADER: Nicole Sabel PROJECT COMPLETE – JULY 2022 **RECONNAISSANCE LEVEL HISTORIC RESOURCE SURVEY**

GOAL: Prepare a historic resource survey of all structures and resources within the boundaries of the city of Kalamazoo

- a) Design survey to comply with SHPO and NPS standards
- b) Obtain funding – CLG grant or other sources
- c) Organize public outreach meetings to take place before field work on survey begins.
- d) Begin Survey in Fall 2019 – complete by July 2020

PRIORITY GOAL #2 LEADER: Regina Gorham PROJECT COMPLETE – DEC 2021

KALAMAZOO RESERVATION PUBLIC EDUCATION COMMITTEE

After the markers are installed and the program begins, there will be an ongoing care for the markers, updating and maintaining Next Exit History, determining public education projects like speaking and other events.

- a) Non-destructive archaeological survey of Bronson Park & the mound. (2019)
- b) Implement Street Sign placement (April 2019 – Earth Day)
- c) Coordinate Corner Marker & Bronson Park panel design, structure and location with property managers (2020)
- d) Continue requisite fund raising (2020)
- e) Construct and install Reservation Corner markers and Bronson Park panel (2021 – 200th anniversary of reservation)
- f) Evaluate and update Next Exit History + Videopresentations (Ongoing)
- g) Develop policies & procedures for ongoing and endowed public interpretation and programming in Bronson Park (Ongoing)

PRIORITY GOAL #3 LEADER After planning meeting ANNUAL/ONGOING

CREATE A PROGRAM OF HOMEOWNER PRACTICAL PRESERVATION WORKSHOPS FUNDED BY THE O’CONNOR FUND FOR HISTORIC PRESERVATION

- a) Appoint a sub-committee in January 2019 to plan pilot program for 2019
 - a. Both “hands-on” programs and in-seat informational sessions
 - b. Local instructors or MHPN provided
- b) Announce during Preservation Month (May 2019)
- c) All publicity and promotional materials should include the KHPC Logo and note the program is funded by the O’Connor Fund for Historic Preservation
- d) Engage neighborhoods to host or sponsor workshops
- e) Create a digital resource library for reference materials – possibly a web page with resources and links
- f) Explore making instructional videos in cooperation with instructors and KPL Local History.

PRIORITY GOAL #4 LEADER Beth Timmerman ANNUAL/ONGOING

CEMETERIES - survey grave marker condition and assist city staff in developing a long term plan for repair, cleaning and maintenance in Kalamazoo’s two historic cemeteries, Mountain Home and Riverview. Engage the public in the care of the cemeteries

- a) Establish a sub-committee to outline to plan cemetery surveys, condition assessment and repairs (February 2019)
- b) Create a condition/inventory program for use on smart phones or tablets
- c) Working with city staff, organize a regular public event for interested people to assist in survey in the spring
- d) Encourage interested people to independently add data to the survey using the program
- e) Research appropriate techniques for repairing and cleaning grave markers
- f) Create long term plan to clean and repair using public volunteers and professionals when necessary

PRESERVATION MONTH & OTHER EVENTS

Leader: Regina Gorham

GOAL: Present a variety of events to celebrate Preservation Month in May

ANNUAL/ONGOING

1. Committee to develop activities & budgets
2. Schedule & promote/publicize events
3. Revise award categories and new criteria (January 2019)
4. Awards sub-committee to decide awards
5. Create work schedules, recruit & train volunteers
6. Complete events
7. Post event debrief presented to HPC
8. Form committee for next year
9. Create a three year plan for future events to celebrate Preservation Month (August 2019)

DESIGNATION (Preservation Tools/Outreach): LEADERS: Sue Robinson ANNUAL/ONGOING

(See appendix A to C for current DRAFT lists)

GOAL: Increase public awareness of history and historic preservation with ongoing programs to document and designate historic resources and make historic information easily accessible to the public

1. Support a new historic resource survey for the entire city
2. Invite property owners to consider local or national designation based on research.
 - a. Create a process for designation
 - b. Sponsor/create a workshop on documenting your historic building.
 - c. Create a collection of National Register Bulletins for Local History Room
 - d. Identify funding sources to assist property owners or the HPC in preparing documentation
 - e. Post necessary documents on the city website
3. Research new properties for potential designation and addition to public records (Local History Room, etc) working with Public History students (Hist 4100).
4. Prepare Historical Reports on buildings including schools, churches and other sites.
 - a. Generate a list of local school, church and public buildings, prioritizing by highest likelihood of demolition or extensive renovation.
 - b. Prepare a history of school, church and public buildings to be shared with the public on the school, KPS, Local History Rooms and other websites
 - c. Establish a communication link with local school administrators/leadership teams, churches and public buildings. Offer a historical program/presentation for each building on the list.
5. Using results of Reconnaissance Level Survey, create a list of threatened or endangered properties, upgrade regularly (Start August 2020, then ongoing)
 - a. Consider a thematic surveys of schools and churches in Kalamazoo in part derived from Survey Report
 - b. Research and create a program for a Kalamazoo Register of Historic Places and markers for eligible properties (December 2021)

SUSTAINABILITY/ REVENUE LEADERS: Coordinator & Josh Koenig ANNUAL/ONGOING

1. Provide support to oversight of the Kalamazoo: Lost & Found book sales and O'Connor Fund for Historic Preservation.
2. Review plans annually for ongoing and new O'Connor Fund expenditures and support Ensure that O'Connor fund appeal is done in November
3. Start looking for future fund-raising plans

OPERATIONS/Chairperson's responsibilities LEADER: Josh Koenig (Chairperson) ONGOING

1. To see that 1-2 representatives from KHPC meet quarterly w/ Director of CPED and City Planner to discuss KHPC
2. Review financial status & reserve account quarterly in advance of opportunities for budget adjustment
3. Create budget in July or August
4. Monitor the preservation coordinator position so that it remains funded by City
5. Ensure quorum at meetings
6. Meet monthly with Historic Preservation Coordinator to review issues and plan agendas.
7. Oversight and update of operational plans monthly
8. Ensure succession plan for HPC
9. Ensure a representative from KHPC is permitted to attend DDRC meeting

APPENDIX A: sites eligible for additional designation – to be expanded and revised after the Reconnaissance Level Historic Resources Survey is complete

LOCAL DESIGNATION

- **Isaac Brown House (NR listed)**
- **Nazareth Center/Sisters of St. Joseph - National Register eligible**
- Woodside Properties (W) and panhandle Greenlawn
- **Bronson Park Historic District (NR listed)**
- Milwood Area
- Edison/Washington Square Area
- Hillcrest/Winchell Area
- Parkwyn Village
- Mid-Century Resources
- Loring-McMartin Farm /railroad viaduct

NATIONAL REGISTER DESIGNATION

- **Nazareth Center/Sisters of St. Joseph - National Register eligible** – need new photos, expanded and detailed Statement of Significance and permission letter from owner, redevelopment project eligible for Federal and possibly Michigan Tax Credits.
- State Theater – National Register eligible – need new photos and permission letter from owner
- American National/5/3 Bank Tower - National Register eligible – need new photos and permission letter from owner
- Bronson/Upjohn Headquarters and Kalamazoo Gazette Building-
- Parkwyn Village (Nomination being prepared by Peter Copeland)
- Mid Century Resources

APPENDIX B: Schools – encourage and prepare history and heritage of schools to post on KPL Local History Room and KPS, Kal Christian Schools, Catholic Schools websites. Encourage adaptive use if buildings become vacant. Prioritized List of Local Public and Private School Buildings:

1. **Nazareth Center/Sisters of St. Joseph - National Register eligible** – need new photos, expanded and Statement of Significance and permission letter from owner, redevelopment project might be eligible for Federal and possibly Michigan Tax Credits.
1. Edison Elementary (KPS)
2. El Sol/Vine Elementary (KPS) (In local historic district)
3. Milwood Middle School (KPS)
4. Winchell Elementary (KPS)
5. Greenwood Elementary (KPS)
6. Hackett High School (Catholic Diocese)
7. St. Augustine Elementary (Catholic Diocese)
8. St. Monica Elementary (Catholic Diocese)
9. Kalamazoo Christian High School (Christian Schools)
10. Community Education Center (former Kalamazoo Central High School) (KPS) NR & Local HD
11. (Former) South Christian Elementary on Westnedge – owned by KPS
12. Hillcrest School (Kazoo School - private)
13. Former Ebenezer School (Bronson, Former K Christian John St)

Work completed on upgrades and new construction (Nov 2018)

1. Loy Norrix High School (KPS)
2. Lincoln Elementary (KPS)
3. Woodward Elementary (KPS) (In NR and local historic district)
4. Parkwood/Upjohn Elementary (KPS)

APPENDIX C: Churches (by address and denomination)

- 1) North Presbyterian (North Rose)
- 2) West Paterson and North Westnedge
- 3) North Westnedge next to William
- 4) Christian Science Church (National Register listed)
- 5) First Christian Reformed (302 Academy) (National Register listed)
- 6) Allen Chapel AME (West North Street)

September 5, 2019

Mr. Joshua D. Koenig, Chair
Historic Preservation Commission
City of Kalamazoo
415 East Stockbridge Avenue
Kalamazoo, Michigan 49001

Dear Mr. Koenig:

The State Historic Preservation Office (SHPO) wishes to inform you that, per the request of the City of Kalamazoo, the SHPO submitted documentation to the National Park Service (NPS), Keeper of the National Register, to request the removal of the Fountain of the Pioneers, Bronson Park, Kalamazoo, Kalamazoo County, from the National Register of Historic Places. The SHPO received notification from NPS that the Fountain of the Pioneers was **removed from the National Register on August 19, 2019.**

By way of background, the property was listed in the National Register in 1983 as a contributing resource to the Bronson Park Historic District, which was included in the Kalamazoo Multiple Resource Area nomination. The fountain was also individually listed in the National Register in 2016. The fountain was disassembled and removed from Bronson Park in 2018.

The disassembly and removal of the Fountain of the Pioneers met the requirements for removal from the National Register as stated in 36 CFR 60.15(a)(1). Specifically, the property "...ceased to meet the criteria for listing in the National Register because the qualities which caused it to be listed have been lost or destroyed."

Please note that NPS and SHPO will retain the National Register nomination file for this property, and the file may be accessed upon request. For your reference, the National Register Reference Number for this removed property is OT16000417, and the SHPO Site Number is P57087.

Questions concerning the removal of this property from the National Register should be addressed to Todd Walsh, National Register Coordinator, at (517) 335-9854 or walsht@michigan.gov.

Sincerely,



Brian D. Conway
State Historic Preservation Officer

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INVENTORY KALAMAZOO 2020

Kalamazoo Reconnaissance Level Historic Resource
 Survey Monthly report to the Historic Preservation
 Commission November 12, 2019
 Sharon Ferraro & Nicole Sabel

SURVEY PLAN

The survey will be broken into three parts:

1. **2019 – Part A** - Pilot survey of three Kalamazoo neighborhoods with volunteers from the History 4100 class (Historic Preservation) Public History Program at Western Michigan University in the field using paper survey forms from the Above Ground Survey Manual. On Tuesday September 17, the students received their assignments and instructions. They will be in the field from probably mid-October to mid-November. Fourteen students working in pairs will survey:
 - a. **West Douglas** – 3 areas – one area to each pair
 - b. **Hillcrest** – 2 areas – one area to each pair
 - c. **Milwood Golden Triangle** - 2 areas – one area to each pair
 The students will also choose one property for a historic resource report. They will be done by the end of the year.
1. **2020 Survey – Part B** – Create a Reconnaissance Level Historic Resources Survey Reconnaissance survey with photographic documentation accompanied by research to place the inventoried properties in historic contexts and to suggest which may warrant intensive level survey. **The plan, as summarized last month, is almost ready to go to SHPO for review**
2. **2020 Survey – Part C** – Intensive Level Historic Resources Survey documenting the (Edison, Northside or Eastside) neighborhoods and utilizing a Certified Local Government Grant from the State Historic Preservation Office for \$90,000 – with no required match. The grant requires hiring a 36 CFR 61 qualified historic consultant A final report for 2020 Survey Part C will be produced by the consultant hired under the CLG grant. **As of 9/25/19, the application is complete except for the city managers signature and a couple of support documents. The application needs to be delivered to SHPO by Tuesday October 1 at 5pm.**
3. Both Part B and Part C will also comply with the requirements of the City of Kalamazoo 2016 Programmatic Agreement.

The Historic Preservation Commission will oversee the survey, receive regular reports and provide guidance and advice. The Historic Preservation Coordinator is the PROJECT MANAGER, responsible for the successful completion of the surveys. The planning and implementation will be handled by the qualified historic consultant hired for the CLG grant and the historic preservation coordinator, city planning staff and Information Technology staff.

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Next Exit History NEH Project # 2424.00

These are all the documents in my files.

- Contract (2015-05-26) 2015-06-01 to 2016-05-31 \$1200
Covers – first site – additional sites are \$295 each
We write, edit and compile text and images
- Invoice #1607066 (2016-08-09) 2016-07-01 to 2016-06-31* \$1200
* This may be a typo
- HPC report(2016-07-11 HPC meeting) *see pages 3 and 4*
- HPC Mtg Notes - all references to NEH
2017-02-14 Working on Next Exit History postings. Have contracted with Act Naturally Studio to produce 5 short (2 minute) videos – one for each corner and one for the park. The videos are covered by the grant from the Michigan Humanities Council.
2017-03-14 The videography project to produce 5 – two minute videos – is progressing. Some of the tribal council are willing to speak – not all are willing to be photographed. The project needs to wrap up by May 31st to meet the requirements of the grantor, the Michigan Humanities Council. A question was raised. Currently the HPC is in charge of the NextExit History sites. Who will be charged with monitoring, and updating in the future?
2017-04-11 Video project is progressing, has interviewed two members of the tribal council, meeting this coming Friday for another short. First video should be ready by the end of the first week in May.
2017-05-09 Most interviews with Gun Lake band for video are almost done, script written and approved by band, hope to be complete with first version within two weeks. Beta test by end of month. NEH website changes are working well. At end of August – we will be on our own and the end of assistance.
2017-07-11 Proposal for Next Exit History position (*See page 5*) David Brose, Sharon and Josh Koenig met and discussed dealing with continuing Next Exit History. Which sites to add to NEH, proposal for job, who is in charge of her, who makes assignments, how assignments work, what materials can be provided. Passed by voice vote.
Brose/Robinson accept proposal and move forward with a plan process and a letter of agreement.
Gorham/Kohrman move \$20 per hour through the end of 2017. Passed by roll call vote.
Josh Koenig will write the contract/agreement for the commission to approve by email and affirm by a vote at the next scheduled HPC meeting. Contract approved at September HPC meeting
2017-11-14 Next Exit History as sponsor of Hidden Kalamazoo (Michael Ianni)
Brose - How long will the tour stay up? How long before and how long after? Tour would go up as soon as city attorney approves the Memorandum of Agreement and after as long as allowed. The sponsorship is for one year of free activity. If HPC wanted to continue after the year, there would be a charge. The material would stay in place, but we would lose the ability to edit and change.
Move –DBrose/RG to approve the sponsorship by Next Exit History of the Hidden Kalamazoo Tour. Passed ^^ Note: this Next Exit History is completely separate from the NEH for the boundary marker project and the Iannelli Fountain.

- Invoice #1006 (Three 21 Innovations) 2017-07-07
 "Invoice Next Exit History App" \$1800

- HPC memo to commission for Jenifer Blouin Policelli 2017-07-11

- Hidden Kalamazoo Sponsorship 2017-11-21 value \$3750
 The NEH suite of products include:
 - a. Customized tour in the NEH site, containing up to 15 sites (NEH to upload, HK to provide content)
 - b. Branded sites within the app (logo can be uploaded and linked to your website)
 - c. Cross-posting of social media posts on our NEH Facebook, Twitter, Instagram, Pinterest and LinkedIn pages
 - d. Digital files for marketing materials by request
 - e. Market value of \$3,750

- HPC Meeting notes/minutes – all references to NEH
 2018-03-13 Jenifer reported that the fountain can continue its presence on Next Exit History even after it has been removed and her blog will be revised to include recent developments.
 2018-05-08 Also need to update the NEH profile of the Fountain; Discussed having Jennifer Pollicelli add the writing for us. *Josh thought that we could submit information to her, have her draft a paragraph and send it back to us for approval.

To: Chris Wright, Chair;
Sharon Ferraro, Coordinator
From: David Brose, Commissioner
Date: 7 June 2016
Re: Potential Next Exit History contract revisions

Please add the following document as an Item on the Agenda for the 14 June 2016 meeting of the Kalamazoo Historic Preservation Commission.

In late May, David Benac received the following information from David Strohmaier representing NextExitHistory (NxExHist):

NxExHist has proposed a scaled-back Standard Package for 5 sites during the first year for the \$1,200 contract that the KHPC already had executed with NxExHist.

NxExHist would waive the standard \$3,750 set up fee so KHPC's \$1,200 will get a custom content management system (CMS) landing page through which KHPC will be able to enter our content (text, photos, audio, video). NxExHist will provide KHPC with instructions and support on how to upload our information. If KHPC want NxExHist to upload information, that would be an additional charge.

NxExHist can also provide other services such as interpretive writing workshops, oral history training, etc., which also would entail an additional charge to be determined. The Next Exit History app has the ability to allow for multiple languages, so a Native language component could be a great selling feature for grant funding and is also something NxExHist can upload through the CMS.

Beyond this initial year (2016), if the KHPC wanted to stay at the Standard Package level, which would allow KHPC to update and make changes to our first five sites and also add content for an additional 25 sites, that would be \$150/month or \$1,800 for the year. NxExHist has the ability in the new version of the app to offer sponsorships, so that a local business could have a sponsor icon on the map and then offer special discounts (see <http://nextexithistory.com/site/57411/>). Ideally, these groups or organizations might be willing to help out with the \$1,800 subscription fee if grant funding doesn't cover it all. This is one way to promote both local economic development and also cover the costs for the Standard Package in the process.

NxExHist suggested that WMU might be willing to participate at some level, which would not only help support the project financially, but provide a means for students to contribute interpretive content to a larger project.

This would essentially get KHPC five sites in the Next Exit History database for the price that KHPC would have been paying for one if NxExHist simply stayed the course and uploaded the data for the KHPC.

In thinking about this offer, Pam O'Connor asked that it be discussed by the KHPC, noting that,

... before any decision made on this, it seems important for the KHPC to have a discussion/understanding about carrying these costs from year to year — for at least 5 years.

While we have dedicated part of our Bronson Park endowment fund to public education programming, and we have a grant to get started, the endowment does not yet exist to support this in the future. And so, until the endowment grows to a level that can support this contract, it seems as though the KHPC will be required to support this independently. IS this correct — and is this the plan?

In addressing these concerns, David Brose responded that Pam was correct that,

... the offer implies an ongoing, but optional expense. But from what I see, through 2016 or perhaps even through spring 2017, we will have already paid for the 5-site set (assigned to markers located at each of the Match-E-Be-Nash-She-Wish Reservation Corners and in proximity to the Fountain of the Pioneers).

We will have funding in the Michigan Humanities Council grant to pay the next \$1,800.00 before 31 March 2017 which should give us another year with 25 NextExitHistory sites, many of which need have nothing to do with the Iannelli fountain or the Match-E-Be-Nash-She-Wish reservation but can be used for our other Historic Preservation issues, including several for Bronson Park (e.g. Abraham Lincoln, Richard Westnedge, the Prehistoric mound).

Even if our Bronson Park 21st Century Endowment hasn't reached a level where we could tap it for enough to cover the 2018 NextExitHistory fee, I believe the KHPC and most likely the Parks and Recreation Department would be smart to allocate the funds to extend the contract now ... and there's every expectation that we could find sponsors!

Based on this offer and these concerns, it behooves the Kalamazoo Historic Preservation to reach accord on a response to this NextExitHistory offer as soon as possible.

Accepting this proposal meets the goals of the Public Education Committee to prepare initial schematic presentations for all five sites and thereby to solve the problem of using our initial WiFi presentation fulfill our stated commitment to make the Iannelli fountain in Bronson Park a “Site of Conscience” while still doing educational and interpretive justice to the history of Iannelli and the park, itself.



Kalamazoo Historic

Preservation Commission

HISTORIC PRESERVATION COMMISSION

JULY 11, 2017

Proposal for Agenda:

I am submitting an agenda proposal for discussion that the HPC consider creating a paid position to maintain the Next Exit History site.

I would propose that we hire a specialist based on a fee for service (x\$ per posting/update with a maximum fee) to upload content and maintain our allotted 24 sites through Next Exit History.

The position would require the individual to correct the information for our five current sites, and add additional sites as approved by the HPC. The individual would be responsible for uploading provided documentation and images in order to establish the online sites/exhibits.

I would propose that we consider hiring Jenifer Blouis Policelli for this position. Jenifer already has great familiarity with the system and project, as she has assisted in its creation over the last year. Jenifer also has a great deal of public history training and expertise, and would be an ideal candidate.

Discussion about particulars:

In speaking with Jenifer she has logged roughly 240 hours of work on the existing content. With provided content (not doing any of the original research) she estimates that one site would take roughly five to six hours to create, depending on the amount of content. Jenifer proposed a base fee of roughly \$18-\$20 per hour.

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OLD HOUSE OWNERS WORKSHOPS Kalamazoo
Historic Preservation Commission Report to the
Commission on November 12, 2019

REPORT ON EXPENDITURES:

Banner (Sign Writer)	\$ 125 paid
Design services:	
Peter Brakeman	\$1500 paid
Instructors:	
John Leegwater (MHPN)	\$ 457.54 (inc/ Mileage \$57.54) submitted for payment
Marc Ferraro	\$ 600 submitted for payment
Blair Bates	<u>\$ 600</u> submitted for payment
Paid directly from HPC	\$3282.54

UPCOMING SESSIONS FOR OHOW

November 14, 2019 – Kalamazoo Public Library, Van Deusen Room – Weatherization for your old house – what can be done for this winter, making a long-term plan.

January 2020 – no date scheduled yet – How is an Old House Different from a New House, heating and cooling, stoves and water, deadly wallpaper in old houses – volatile material in new houses.
Energy efficiency in Old vs New

SUGGESTIONS for 2020

Workshops in February and March – Cabin Fever season

- Planning your old house projects
- Fixing old locks and stripping hardware
- Paint colors inside and outside (probably could get people from Douglas and Son to present)

2021

Consideration for planning an OLD HOUSE EXPO for January or February of 2021
Rehabarama

CONTACT FROM Community Homeworks. I will be meeting with him on Thursday Sept. to tour their facility and talk. Verbal report (maybe written?) at the 10/01/19 meeting

On Fri, Sep 20, 2019 at 1:06 PM -0400, "Jason Byler" <jbyler@communityhomeworks.org> wrote:

Dear Sharon,

I oversee the education programs at Community Homeworks. I am sure you are familiar with the critical home repair portion of our organization which helps Kalamazoo homeowners with critical safety issues in their homes, but I want to make sure you are also aware of our hands-on homeowner workshops. We offer weekly hands-on workshops focused on empowering homeowners to maintain safe, sustainable, and dignified homes.

Our workshops are specifically geared toward low-income homeowners, but we welcome all participants, regardless of income level or home ownership status. Most of our participants live in older homes and are dealing with the challenges which accompany these dwellings. Kalamazoo Valley Habitat for Humanity also requires their partner families to attend our workshops in preparation for home ownership. The workshops we offer are instructed by contractors, building trades teachers, and others with experience in their field. Your brother Marc has been an instructor with Community Homeworks.

We offer our workshops in a newly renovated space attached to our offices on Bryant Street in Edison Neighborhood. The workshop space includes extensive props and displays allowing our participants to perform hands-on repairs and maintenance tasks. Props include a fully functioning furnace and air conditioner, water heaters, home electrical and plumbing display walls, props to demonstrate interior wall repairs, siding repairs, roofing repairs, painting, gutters and downspouts, as well as repairs for sinks and toilets.

We schedule our workshops based on requests from our participants as well as instructor availability. I am attaching our current (September) workshop listing.

I understand you are connected with the Old House Owners group and I am interested in exploring ways we might be able to partner to reach a larger number of homeowners in our community. I see the possibility of homeowners learning some of the basics at Community Homeworks and follow up with more in-depth workshops at OHOW. Would you be interested in exploring such ideas?

Community Planning and Economic
Development
Historic Preservation Coordinator
Sharon Ferraro
245 North Rose
Kalamazoo, MI 49007
Telephone: (269) 337-8804
FAX (269) 337-8513
ferraros@kalamazoo.org



November 5, 2019

These are the materials and equipment purchased for the first gravestone cleaning on October 5, 2019:

Holland Supply	<u>2 gallons D2 Biological Solution</u>	\$81.98
Blairs Farm & Fleet	1 gallon Orvus Paste Soap	\$31.79
Lowe's	200 ft roll orange tape	\$ 1.79
Lowes	12 plastic putty knives, wooden paint stirring sticks	\$11.76
Big Lots	12 one quart spray bottles	\$12.00
Dollar Tree	24 scrub brushes – 2 types	\$24.00
Dollar General	7 plastic buckets	\$13.65
	TOTAL	\$176.97

All materials were purchased by Sharon Ferraro, requesting reimbursement.

All the equipment is stored at Mountain Home Cemetery in the Sexton's Lodge. The only additional material Grave Issues will need to buy is more D2 (underlined above) for the next cleaning session.

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**REPORT TO THE HISTORIC PRESERVATION COMMISSION
NOVEMBER 12, 2019**



**FIRST GRAVESTONE CLEANING DAY
OCTOBER 5, 2019**

On Saturday, September 28, Sharon Ferraro and Regina Gorham arrived early to evaluate the conditions. There had been rain all night and the previous day, so the decision was made to cancel the cleaning for the 28th. Regina had sent an email to all the interested folks the night before telling them this was a possibility.

The cleaning was rescheduled for Saturday October 5 and the day dawned with a partial overcast. All the equipment was assembled and after a short tutorial 7 volunteers set out. Sharon had previously marked gravestones for cleaning with a bright green ribbon. We completed those stones, then moved on to others.

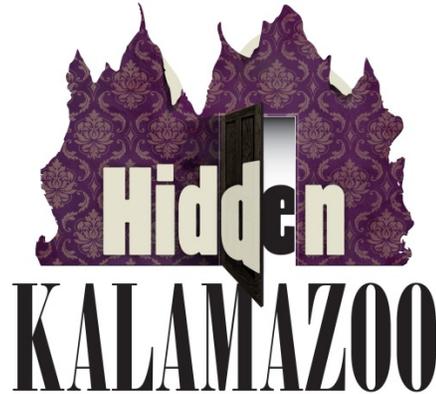
The cleaning started with a dry scraping with a wooden or plastic tool. We then moved to water and in most cases, the stones were very well cleaned with water and scrubbing. We had the Orvus cleaner for some stones, for cleaning dirt. Most of the stones, once clean we followed up with a spray of D2, let it set for about 10-15 minutes, then scrubbed. After a final rinse with plain water, several stones were sprayed again with D@ and left in place, D2 continues to work without additional treatment and retards further biological growth. All together seven volunteers cleaned more than two dozen headstones and monuments in four hours.

For the next cleaning day we may want to consider an after lunch effort or providing lunch so the volunteers don't get hungry. The volunteers really seemed to enjoy themselves and the work was easier than we had anticipated.

Hidden Kalamazoo Planning Committee Report Report to the HPC November 12, 2019

Peter Brakeman has agreed to design the cover for us.
– and that is done.

Due to a wealth of issues, the Hidden Kalamazoo Team has decided to postpone the publication of the book to be released for Preservation Month 2020. Sue Robinson is taking some new photos of our buildings.



On Wednesday, September 25, I led a tour of attendees at the Michigan Association of Planners on a tour of three sites and walking along East Michigan. We saw inside (in order) PNC/Peregrine (First National Bank) courtesy of Tom Huff, Heritage Company, courtesy of Rodger Parzyck and the Gilmore/Opera House Building – with hard hats because it is under construction! – courtesy of Chris Shook and the Jim Gilmore Foundation.





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ITEM B

ER 96-713 **106 Review Log**

2019

Report to the Historic Preservation Commission – 3rd Quarter
City of Kalamazoo, Kalamazoo County – A Certified Local Government

Date	Address	Neighborhood	Sub-recipient
------	---------	--------------	---------------

- a. Flashing must be tucked behind clapboards or siding on porches, dormers and side roofs.
 - b. Flashing must be tucked into mortar joints of chimneys.
- Any unpainted wood must be painted within six months from the date of completion (not counting months between November and April.)
 Work may proceed without further review.

4. 08/15/2019 1420 South Westnedge Ave Vine KNHS

PROPOSED WORK: Roof only

AREA OF POTENTIAL EFFECT: Limited to this house and adjacent houses

HISTORIC PROPERTIES PRESENT: This house is a contributing structure in the South Street – Vine Area local Historic District.

DETERMINATION OF EFFECT: NO ADVERSE EFFECT if work complies with standards below:

- a. Medium to dark color shingle
- b. Dark "D" type drip edge.
- c. Ridge vent colored to blend with roof.
- d. Single cut or open valleys (no woven shingle valleys).
- e. New deck is to be installed to protect/accommodate crown moulding by installing decking to hang over 3/4" - 1" past existing or future crown moulding.
- f. Flashing shall be a color to complement the roof color (Not bright metal) and shall be properly installed:
 - a. Flashing must be tucked behind clapboards or siding on porches, dormers and side roofs.
 - b. Flashing must be tucked into mortar joints of chimneys.
- g. Any unpainted wood must be painted within six months from the date of completion (not counting months between November and April.)

Work may proceed without further review.

5. 09/03/2019 625 Lake Edison Senior Services

PROPOSED WORK: Replace furnace

AREA OF POTENTIAL EFFECT: Limited to this house

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Clinton-Egleston/Driving Park potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**. The proposed work is entirely inside the house and is exempt from review under *Appendix C – item b* of the 2016 Programmatic Agreement between the City of Kalamazoo and the State Historic Preservation Office.

DETERMINATION OF EFFECT: NO ADVERSE EFFECT

6. 09/09/2019 203 Emerson Southside Senior Services

PROPOSED WORK: Water heater and other safety issues

AREA OF POTENTIAL EFFECT: Limited to this house

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Clinton-Egleston/Driving Park potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**. The proposed work is entirely inside the house and is exempt from review under *Appendix C – item b* of the 2016 Programmatic Agreement between the City of Kalamazoo and the State Historic Preservation Office.

DETERMINATION OF EFFECT: NO ADVERSE EFFECT

ITEM B

2019 ER 96-713 106 Review Log
Report to the Historic Preservation Commission – 3rd Quarter
City of Kalamazoo, Kalamazoo County – A Certified Local Government

Date	Address	Neighborhood	Sub-recipient
------	---------	--------------	---------------

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Clinton-Egleston/Driving Park potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**.

DETERMINATION OF EFFECT: ADVERSE EFFECT

2018 – Kalamazoo County Tax Foreclosure

BSA 12/07/2015: House is blighted; rear window is broken out. This dwelling has been vacant for an extended period. Water service was terminated 07/2013. Roofing job never completed. Dangerous Building Determination 11/28/2017: Water service was terminated 07/2013. Roofing job was never completed. House found Open to Casual Entry. Roof is deteriorated; front stairway is in poor condition and does not meet code; work at front porch area was begun without benefit of a building permit. Vinyl siding is deteriorated and missing in several locations. Trash in rear porch area. No active electrical service. 08-10-2016 - No change to property. Several openings, vagrants have been staying inside of house. 10-18-2017: House continues to deteriorate. Multiple broken windows. Trash and debris throughout the yard.

HISTORIC PRESERVATION COORDINATORS COMMENTS:

_The coordinator will make a site inspection – additional information is needed – an internal inspection would be useful in preparing a report. _

PRELIMINARY DETERMINATION: ADVERSE EFFECT ON NATIONAL REGISTER ELIGIBLE HISTORIC RESOURCE

=====

ALSO REVIEWED – No Historic Property

1. 07/12/19	1002 Prairie	Roof	KNHS
2. 07/12/19	621 West Prouty	Roof	KNHS
3. 07/12/19	615 Florence	Roof	KNHS
4. 07/12/19	1210 E Vine	Patch roof	Senior Services
5. 07/12/19	1424 North Burdick	Roof patch & gutter repair	Senior Services
6. 07/12/19	1705 North Park	Foundation and railing repair	Senior Services
7. 07/12/19	1132 W. Paterson	Stair repairs	Senior Services
8. 07/16/19	1005 Linton	Roof	KNHS
9. 07/17/19	1826 Woodward	Sump pump and gutters	Senior Services
10. 07/17/19	1906 N. Rose	Repair windows	Senior Services
11. 07/30/19	1808 Woodward	Roof	KNHS
12. 07/30/19	205 Wallace	Roof	KNHS
13. 07/30/19	1617 Merrill	Roof	KNHS
14. 07/30/19	1708 N. Church	Roof	KNHS
15. 07/30/19	1712 N. Church	Roof	KNHS
16. 08/15/19	1831 VanZee	Roof	KNHS
17. 08/15/19	1523 N Rose	Roof	KNHS
18. 08/15/19	1416 Woodward	Roof	KNHS

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Pamela Hall O'Connor

October 25, 2019

Subject: Proposal for sponsorships for the Michigan Historic Preservation Network's
May 2020 Conference in Kalamazoo

Dear Kalamazoo Historic Preservation Commission Members,

At the KHPC's September 2019 meeting, several questions were posed during discussion on this topic. In response, I have provided here a proper proposal for your consideration. It includes **two** sponsorships for the above upcoming conference at \$5,000 each; one from the KHPC and one from the O'Connor Fund. It also includes a number of documents in support of this proposal, so you can get a better idea of the important work that MHPN does.

- *A Chronology of Significant Accomplishments of the MHPN*. This document contains a number of MHPN initiatives that demonstrate its leadership within the state and U.S. as a non-profit preservation advocate. Sharon Ferraro and I have been closely associated with some of these; the KHPC has supported some in the past, and some have been "pre-cursors" to local Kalamazoo programs.

- *The most recent NetworkNews*
- *The 2019 Conference Brochure*
- *Your Invitation to be A Conference Sponsor*
- *The 2018 Annual Report*
- *The 2018-2019 Historic Resource Directory*

I hope this information helps you gain a better understanding of MHPN's successful commitment to historic preservation in all aspects of Michigan life. Right now, it is working to re-establish Michigan's highly successful rehabilitation tax credit program. As for two specific questions posed at the September meeting:

Q#1: How often does a preservation or district commission directly support the conference?

To my knowledge, no local municipal commissions have supported the conference. This is because while some preservation commissions have the power to raise funds and hold cash, they don't. To confirm this, I surveyed each CLG-status government in the state (29, in addition to Kalamazoo) and asked them this question. I got 2/3rds of them to respond by yesterday. Only one government, Farmington Hills, indicated that they raise funds on a regular basis. I've noted below the cities where MHPN has held past conferences, but none of them raise money.

The "NO" (we do NOT raise money) responses came from: Ann Arbor (conference), Battle Creek, Bay City, Birmingham, Canton Township, Detroit (conference), Escanaba, Grand Rapids (conference), Holland (conference), Manistee, Mason, Northville, Owosso, Rochester Hills (conference), Saline, Washtenaw County, and Ypsilanti. (17 responses, and of these, 5 communities have hosted 1 or more past conferences. *Allegan*)

The "INFREQUENTLY/Less than Every 2 Years" responses came from: Mount Clemens & Manistee County. (2 responses)

The "Yes" (we DO raise money) responses came from: Farmington Hills (which has not hosted a conference.)

Local governments that did not respond were: *Allegan*, Boyne City, Calumet, East Lansing, Franklin, Jackson, Lansing, Monroe, Menominee and the Charter Township of Northville.

471 W. South St., #508, Kalamazoo, Michigan 49007
269-342-4608 phoc508@gmail.com

Pamela Hall O'Connor

Nineteen of the twenty communities responding (of the 29 contacted) do not fundraise, or if they do, it's infrequently. So, the great majority cannot sponsor a Conference.

Q#2: What does the city get for being a sponsor/donor?

Please review the enclosed document: *Your Invitation to be A Conference Sponsor*. On page two near the bottom, you will see the various sponsorship levels and according benefits.

To get the greatest local conference benefit, I propose the KHPC provide the two \$5,000 sponsorships individually (1 from the city treasury account, 1 from the O'Connor Fund), rather than combining them, because the benefits are more substantial. In this way, the KHPC gets:

- Two Names & Logos in the conference brochure (instead of one)
- Two Free Vendors Booths (instead of one) (one for the KHPC, and one for the O'Connor Fund)
- Two Acknowledgements at the Conference (instead of one)
- Two Inclusions in the *Annual Report* (instead of one)
- Sixteen VIP Reception invitations (instead of ten) (some of which could be used for City Officials)
- Six PAID Registrations (instead of five) (some of which could be used for local scholarships.)

The benefits above are substantial, but -- there is another rationale for making this gift. In the past 15-20 years, MHPN rose from a small organization with few resources and 1.5 staff - to a budgeted annual income that has fluctuated between \$300,000 and \$500,000 for some years .

According to Nancy Finegood, MHPN's former Executive Director, more than half of that income was generated by partnering with preservation development projects that utilized the Michigan Historic Tax Credit. Since the tax credit was eliminated in 2011, those partnerships have slowly disappeared, along with their associated income. MHPN has also received a state partnership grant from MSHDA for the past 7 years, (the SHPO was part of MSHDA until recently). These grants ranged from \$100,000 to \$150,000 for projects, programs and staff. However, with the SHPO's recent move to MEDC, there is concern that MHPN will no longer qualify for MSHDA grants. So for now, it has curtailed programs and not replaced recently departed staff.

One departed staff person is Amanda Reintjes – who served MHPN as its "Greater Michigan Field Representative", and helped Kalamazoo many times. ***Amanda also helped lead the effort to save Michigan's Local Historic Districts Act from being gutted under the last state administration.***

This conference is MHPN's most important annual income-producing and educational event. We now know that most other CLG-status government district or preservation commissions have no funds to provide conference sponsorships. And it is clear that MHPN provides substantial conference-related and other, long-term benefits to Kalamazoo and the state.

To the best of my knowledge, very little, if any of the dollars in any of the below accounts has dedicated projects that would make these sponsorships impossible or even really difficult. At the last report, I found (September, 2019) – the KHPC City Treasury had about \$83,000 in the KHPC special account. The O'Connor Fund, with it's Agency and Regular accounts, now has \$47,300 in spendable income.

There are many outstanding reasons to support MHPN in the way proposed, not the least of which is that the support is needed now, we can provide it, and both we and MHPN will benefit.

Thank you very much for your consideration.

The Michigan Historic Preservation Network's
Annual Statewide Preservation Conference

YOUR INVITATION TO BE A CONFERENCE SPONSOR

Last updated: September, 2019

AN OVERVIEW

The Michigan Historic Preservation Network (MHPN) will have held its annual statewide conference for 40 uninterrupted years with the conference in 2020. In these 40 years, we have been in 25 different communities, with our most noteworthy communities with strong preservation programs now having hosted the conference more than once – Detroit, Kalamazoo, Ann Arbor, Grand Rapids, Lansing. Other communities have now hosted the conference for the first time – Flint, Marquette, Petoskey, Jackson, Holland. Each host community has found the conference a great way to work with many local, state, and regional conference-goers to showcase their historic resources and preservation successes.

The success of the conference depends on many partners who choose to support the event financially. We invite you to be one of them. Not only does your support assure that the conference remains a top-notch educational and networking experience for our participants, but it helps keep the cost affordable and competitive with peer organizations, all while assuring that the MHPN has a solid financial outcome. Without this kind of support, there is no way that the conference could be going strong after four decades.

EDUCATIONAL , HANDS-ON SESSIONS, AND TOURS ARE A DRAW

The statewide preservation conference takes place over the second or third full weekend in May of each year and brings together preservationists, planners, contractors, tradespeople, architects, homeowners, business owners, and government officials from around Michigan to learn from each other's successes and challenges in preserving Michigan's historic resources. Typically beginning on a Thursday and lasting through the afternoon on Saturday, the conference highlights include educational sessions, a keynote speaker, hands-on sessions, tours, and a variety of social activities. Because we actively promote having conference participants stay the weekend in our host community, many now stay until Sunday and tour, dine, and shop on their own. The theme and much of the content are selected by the local planning committee, with assistance provided from the MHPN staff, board of directors, and volunteers. An MHPN Conference Manager is assigned to work with the local planning committee every step of the way.

CONFERENCE EVENTS MAKE THE EXPERIENCE MEMORABLE

On the Wednesday evening before the start of the conference, a private reception is held to thank conference donors and volunteers, elected officials, and MHPN leadership. This event commonly is held at an elegant historic location that is not used during other parts of the conference. Thursday evening is the All-Conference Opening Reception and Vendors' Showcase, open to all conference attendees as well as the community at-large. Friday evening is the annual MHPN awards reception and ceremony, open to all conference attendees, the award winners and their guests, and the general public with the purchase of tickets. On

Saturday, the MHPN presents a "Great Michigan Road Trip." This is a 3/4-day tour that allows the local planning committee to introduce conference participants to their region.

ATTENDANCE AND PROMOTION

Over the past 5 years, we have been registering close to 400 participants. In tandem with the local planning committee, the MHPN does statewide promotion through the publication of the conference brochure, and with press releases, e-blasts, blogs, and notices on ListServes and websites leading up to the conference. A good number of attendees are attracted to the conference because all educational content is accredited by the American Institute of Architects, the American Institute of Certified Planners, and Michigan Citizen Planners; students and young professionals can attend because we have over 10 scholarships for which they can apply and many volunteer roles they can play. The local committee's help is essential in promoting the conference to attract regional affinity groups: preservation advocates and professionals, historical society members, preservation developers, architects, and so on.

WE INVITE YOU TO JOIN US

We invite you to invest in the conference and the continued success we share in preserving Michigan's historic resources. There are benefits for you if you do...

Your organization is recognized in our 10,000 print brochures, on the MHPN website and Facebook page, on state and national listservs, and on a variety of social media sites. You are hosted at the Wednesday VIP reception, and recognized during the conference on signage. But hands down, the greatest return on your investment is that conference participants take note that you support the MHPN and the work we all do together.

Your support also has tangible rewards as the following grid illustrates:

SPONSORSHIP OPPORTUNITIES & BENEFITS

YOUR BENEFITS	\$10,000	\$7,500	\$5,000	\$2,500	\$1,000	\$750	\$500	\$250	\$249>
Name / Logo in brochure and on conference signage.....	Logo & Name	Name Only							
Vendors Showcase booth discount.....	Free	Free	Free	75% off	50% off	25% off	25% off	10% off	
Acknowledgement at conference.....	X	X	X	X	X	X	X	X	X
Inclusion in MHPN <i>Annual Report</i>	X	X	X	X	X	X	X	X	X
VIP reception invitations.....	10	9	8	7	6	5	4	3	2
Paid conference registrations.....	5	4	3	2	1				

We welcome your support. If you have questions, confer with the staff by contacting our office:

Michigan Historic Preservation Network
 313 East César E. Chávez Avenue // Lansing, Michigan 48906
 Phone: (517) 371-8080 // Website: www.mphn.org
 Executive Director: Mark Rodman – mrodman@mphn.org
 Development and Finance: Janet Kreger – kregerj1981@att.net

All gifts to the Network are tax-deductible to the extent provided by law.

Thank you for considering our invitation!

PAMELA HALL O'CONNOR

Date: 4 October 2019
 To: Kalamazoo Historic Preservation Commission
 Sharon Ferraro, COK HP Coordinator
 Subject: The O'Connor Fund for Historic Preservation in the City of Kalamazoo:
 making contributions to the Fund, and the availability of grant money from
 the Fund

Several months ago at the annual KHPC budgeting session, I suggested that the KHPC make a substantial contribution to the Fund from its earned income now being held in the City Treasury, knowing that the Community Foundation's investment strategy is highly successful and that KHPC funds placed there will grow much more quickly and substantially in the Fund, rather than the City Treasury.

Following several conversations and concerns expressed then and since about when and how money can be granted from the Fund, or under what, if any, circumstances it might be withheld, I engaged in an email conversation on the topic with Joanna Dales, Kalamazoo Community Foundation Vice President of Donor Relations.

At this point, the O'Connor Fund has approximately \$47,000 in combined grant-making funds. With a significant deposit from the KHPC in 2020, the Fund will soon become even better positioned to help support a larger program or project, for example: HALS documentation of Bronson Park, or support for future reconnaissance or intensive level survey work – or even, someday -- a brick and mortar grant to help make a good preservation project a reality by providing gap funding.

I'm sharing my conversation with Joanna below, in the hope that hope this conversation will allay all concerns, and that in January, 2020, will bring a KHPC decision to make a substantial O'Connor fund deposit to help it do its work in the future.

As a guide to the conversation below:

- the beginning of the conversation is at the bottom
- my original questions are in **black**
- Joanna's responses are in **green**
- my follow-up question is in **blue**

From: Joanna Dales <jdales@kalfound.org>
Subject: RE: O'Connor Fund Question
Date: September 30, 2019 at 12:37:34 PM EDT
To: Pamela O'Connor <phoc508@gmail.com>

Hi Pam

The 2012 letter does **not** amend the chain of beneficiaries of the O'Connor Fund. You are correct that there is a succession of recipients spelled out should KHPC cease to exist – I added my confirmation to that in our colorful conversation below ☐

Joanna

Joanna Donnelly Dales | Vice President, Donor Relations | [Kalamazoo Community Foundation](#)

The Marlborough, 471 W. South St., #508
 Kalamazoo, MI 49007 -- 269-342-4608

PAMELA HALL O'CONNOR

402 E. Michigan Avenue, Kalamazoo, MI 49007 | jdales@kalfound.org | 269-381-4416 | fax: 269-381-3146

Love Where You Live | Learn more at <http://www.kalfound.org>

From: Pamela O'Connor <phoc508@gmail.com>

Sent: Friday, September 27, 2019 10:42 AM

To: Joanna Dales <jdales@kalfound.org>

Subject: Re: O'Connor Fund Question

Hi Joanna,

Thanks for your note back!

I had sent a slightly different version just before I left on vacation a month ago, and, while scrolling through older emails, found it. I was sure it was a simple oversight, and so reached out again. No time lost, since I was gone all the time in between anyway!

Hope your trip across the lake is smooth! We did that in the other direction 2 years ago with our granddaughter, and had a blast! Hope you find your youngest well-settled.

I appreciate your complete responses to the questions that had been raised. I would like to request a clarification on one of them, which I understand that you may not be able to respond to until you get back to the office — and that's OK.

Please see the 3rd paragraph below in blue... .. and thanks again!

Best, Pam

On Sep 26, 2019, at 8:59 PM, Joanna Dales <jdales@kalfound.org> wrote:

Hi Pam

When I read your email tonight I had a sinking feeling that you had sent me this question before and I didn't respond. If that is the case, I am really sorry. Please see my responses to your questions below.

This fall has been lovely – tomorrow evening I take the ferry across Lake Michigan to visit our youngest who is a freshman in college in Milwaukee. I am hoping the weather will cooperate -- I have my Dramamine just in case!

Let me know if you need more information or would like me to meet with anyone in person.

Best,
Joanna

The Marlborough, 471 W. South St., #508
Kalamazoo, MI 49007 -- 269-342-4608

PAMELA HALL O'CONNOR

Joanna Donnelly Dales | Vice President, Donor Relations | Kalamazoo Community Foundation
402 E. Michigan Ave | Kalamazoo, MI 49007 | 269.381.4416 | jdales@kalfound.org

Love where you live. Learn more at <http://www.kalfound.org>.

From: Pamela O'Connor <phoc508@gmail.com>
Sent: Thursday, September 26, 2019 9:25 AM
To: Joanna Dales <jdales@kalfound.org>
Subject: O'Connor Fund Question

Hi Joanna,

We are enjoying a brilliant fall, and I am enjoying it immensely — hope you are too!

I have a question for you...

The Historic Preservation Commission recently allowed me to join its representatives for its annual budget meeting. As I've done in the past, I again suggested it consider moving a substantial amount of the \$\$ it holds in the City treasury to the O'Connor Fund, where it will grow more efficiently, thus getting more quickly to a point where the KHPC can consider larger plans and projects.

There seems to be some hesitance to do this on the part of a couple people. They mentioned a concern that, depending on the project, requested funds might not be forthcoming soon enough -- or at all. I responded that 1) Funding was usually available within 30 days at the outside, **Yes, we issue checks every two weeks – a request made by the 15th is processed and mailed by the 30th of that month; a request made by the 30th is processed and mailed by the 15th of the following month** and 2) the O'Connor Fund was there to help the KHPC achieve its goals & purposes, and this direction was made broadly so any of the projects the KHPC undertakes and/or supports could qualify for funding. **Yes, so long as KHPC exists, this fund will forever support its work.**

I told the KHPC that I'd double-check with you on this. I know the KZCF has the authority to modify this direction, but I am also confident it is the KZCF's intent to honor the Letter of Direction. **KZCF only modifies a restricted fund (like the O'Connor Fund) through its variance power if such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. So long as KHPC exists, the restriction is capable of fulfillment and we honor donor intent!**

When you can take the time to check the original Letter of Direction, dated May, 2000, and then the amended Letter of March 8, 2012, I'd appreciate it if you could confirm/clarify the following: The original Letter of Direction established a chain of receiving entities within the City for O'Connor Funds, should the KHPC cease to exist, primarily because the City has a second historic preservation entity — which is the Kalamazoo Historic DISTRICT Commission,

PAMELA HALL O'CONNOR

and which also does HP work. We also indicated that should *that* body cease to exist, the City would be the next receiver of O'Connor funds for HP projects. You are correct!

After re-reading the 2012 amended Letter... I am unclear if it changed this chain of receivers... Can you clarify for me? THANKS MUCH! The 2012 letter does NOT change the chain of receivers.

In an effort to raise the confidence level on the topic of moving additional \$\$ into the fund, can you give me an example (or some examples) of when the KZCF might modify the O'Connor Fund's intent, other than a situation where the KHPC no longer existed (there is a hierarchy of ways in which the fund would then be intended for in the Letter of Direction.) If KHPC ceases to exist, the O'Connor Fund then becomes a field-of-interest fund to support historic preservation projects in the community. These dollars will forever support historic preservation, whether or not KHPC exists. A recent example of when our board exercised its variance power is when Volunteer Kalamazoo (VK) closed. VK had a designated fund at KZCF. When VK ceased operations, our board exercised its variance power to change the designee of the VK fund to Gryphon Place for the sole purpose of volunteer programs since Gryphon Place took on the volunteer management programming of VK when it closed.

Thanks VERY much!
Pam

Pam O'Connor / 471 W. South St., #508, Kalamazoo, MI 49007 / 269-342-4608 / phoc508@gmail.com
MAKING TIME VISIBLE...



Board and Commission Application

Tim Hills

Application created: 07/31/2019

I would like to serve on the following board(s) or commission(s):

- 1 **Kalamazoo Historic Preservation Commission**

Education and Experience

Occupation	Furniture Dealer
Company name	Trystcraft
Position	Owner
Availability details	Available and flexible.
Education and Experience	

I have a BA (Hons.) degree in Archaeology from University College London and an M.A. in English Language Teaching from Reading University in the UK.

Qualifications

Non-Resident Members Permitted

Applicant: I am a Kalamazoo resident and have been since June 2016.

Demonstrated Interest in the History of Kalamazoo and/or Principles of Historic Preservation

Applicant: I have a strong and demonstrated interest in particularly post war (mid century) modern architecture and design. My wife and I own a 1959 house designed by local architect Norman F. Carver Jr. We restored it to its original flat roof in 2017. I also worked with Carver on cataloging his architectural drawings when he donated them to WMU's archives. I am currently working on a book covering all of Carver's built works. I frequently photograph and document MCM buildings in the area and beyond, publishing write ups and photos on social media and my blog. I started a local Facebook group called Kzoo Modern in 2016 to promote interest and understanding of the local modern architecture. It currently

has 238 members. I also recently took part in a historical walking tour with Lynn Houghton around Parkwyn Village, sharing my knowledge of the Carver homes there.

Contact Information

Email timhills80@gmail.com

Cell (863) 399-2868

Address 2905 Memory Lane
 Kalamazoo MI, 49006

Diversity Information

{LIST Applicant.Details}

Current Appointments to City of Kalamazoo Boards/Commissions

Attachments

KALAMAZOO HISTORIC PRESERVATION COMMISSION
CITY HALL - 241 W. South – Community Room – 2nd floor
TUESDAY, July 9, 2019 – 6:00pm
MEETING NOTES

(Regina Gorham)

- I. Call to order at 6:01 p.m.
- II. Approval of absences: Nicole Sabel (1st by Beth T., 2nd by Sue R.)
- III. Approval of Agenda: 1st Regina 2nd Beth T.
- IV. Introduction of Guests: Pam O'Connor, Norm Jung, Jack Urban, Luis Pena, Jeff Messer
- V. Citizen Comments:
 - a. Concern about the Louis Sullivan building (Huntington Bank) on Michigan Ave., businesses moving in and out and a concern that the building did not have enough tenants.
 - b. MHPN Conference Next May
 - i. Looking at Sacred Spaces; Residential Tour; Downtown Tour.
 - ii. Conference Site could be the Radisson.
 - iii. Asked for the September agenda to include discussion of sponsorship to MHPN and a match from the O'Connor Fund.
- VI. Financial Report
 - a. Haven't heard back from Marcy; hoping to meet at the end of August.
- VII. Action & Discussion
 - a. Survey
 - i. 1st phase, 3rd field test done. Used Amazon tablet, completed 14 properties in 40 minutes with 2 people.
 - ii. Training sessions planned.
 - iii. Survey will cover 24,000 buildings in city. Planning on completing survey in the 3rd quarter of the year.
 - iv. Sharon is working with Josh to coordinate working with his History 4100 (Historic Preservation) class this fall.
 - v. Sharon's office is moving downtown.
 - b. KRPEC
 - i. Discussed need to renew Next Exit History. Asked to get more information for next meeting.
 - ii. Discussed text to update Fountain entry on NEH site; send text to everyone to review for next meeting.
 - c. OHOW

- i. Sign up so far were 9/30 for Maintenance; 9 of 12 for Masonry; 6 of 12 for Windows.
 - ii. November 14th there will be an in-seat, no charge session at KPL on weatherization.
 - iii. Ellen (from MHPN) coming to help out at the first session.
 - d. Grave Issues Squad
 - i. Choose a date for cleaning – September 28
 - e. Preservation Month
 - i. Brief discussion of including OHOW related presentations on Sustainability, Net-Zero housing; Solar Panels
 - f. Designation
 - g. Sustainability
 - i. Meeting tomorrow on Hidden Kalamazoo book
 - h. Operations
 - i. Park Kiosks and sending out documents from the Match-E-Be-Nash-She-Wish tribe (which I did on 7/10) Text for kiosks due by end of August. Josh offered to help with some text.
- VIII. Old/New Business
 - a. Recruiting new members: need 2 new people; Tim Hills/Peter Copeland?
 - b. Schedule Bronson Park kiosks planning – deadline mid-August – Ferraro, Sabel & Robinson (timeline of events for this done)
 - c. Plan annual budget: at next meeting
 - d. Skip August meeting (1st Regina 2nd Sue R.)
- IX. Approval of Meeting minutes.
- X. Coordinators Report
 - a. We discussed 614 Forest and it as a possible award for next year's preservation month.
- XI. Citizen comments
- XII. Commissioner Comments

Adjourn: 7:46pm

KALAMAZOO HISTORIC PRESERVATION COMMISSION
CITY HALL - 241 W. South – Community Room – 2nd floor
TUESDAY, Sept 10, 2019 – 6:00pm
MEETING NOTES

I. Call to order: 6:50pm

II. Approval of Absences: Sue Robinson – **absence approved with a motion from Sabel, seconded by Timmerman, passed by unanimous voice vote.**

III. Approval of Agenda: Add item VIII f – discussion of a donation of \$5000 from the O’Connor Fund and a \$5000 match from the HPC to support the MHPN conference here in Kalamazoo in May 2020. **Addition to the agenda approved with a motion from Sabel, seconded by Gorham, passed by unanimous voice vote.**

IV. Introduction of Guests: None

V. Citizen Comments on NON-agenda items* & Correspondence: None

VI. Financial Report (20 min) (Sabel) No comments

- a. REVENUE August \$0 YTD (\$821.25)
- b. EXPENDITURES August \$0 YTD (\$1076.13)
- c. BALANCE REMAINING (\$83,260.75)
- d. ~~RESERVE FUND (\$28,492.74) (Quarterly reports – Feb., May, Aug, Nov)~~

VII. Action and Discussion Items

- a. Reconnaissance Level Historic Resource Survey – Ferraro provided an update on the plans for the survey. Survey will be in a minimum of three parts, starting with Part 1- a pilot using the History 4100 (Historic Preservation) students in the WMU Public History Program. 14 students will make two person teams and will survey designated areas in the Milwood Golden Triangle area, the West Douglas neighborhood south of North Street and the Hillcrest neighborhood in the Oakland Drive-Winchell neighborhood. They will fill out all parts of the SHPO Survey form, complete one intensive level historic resource report and the context and significance statements.

Part 2 will be a reconnaissance level historic resource survey beginning in January 2020, completed in the field with volunteers using tablets and smartphones on the Survey 123 platform. At a minimum, the survey will cover the Edison, Eastside and Northside neighborhoods. If possible additional central city CDBG neighborhoods will also be covered.

The city is applying for a Certified Local Government Grant from SHPO – if the grant is approved, there will be an Intensive Level Historic Resource Survey of one or more of three neighborhoods - Edison, Eastside and Northside. Depending on the amount approved for the grant and the completed survey forms from the reconnaissance level survey, we may be able to do more.

Following the Reconnaissance level survey from January to April 2020, each winter more neighborhoods will be surveyed in the field with volunteers using tablets and smartphones on the Survey 123 platform. So additional reconnaissance level survey work will begin as soon as the leaves have fallen – generally late October – and continue into the spring. At the latest, all the survey work should be complete by April 2020.

- b. Kalamazoo Reservation Public Education - Gorham provided updated text for Next Exit History in the packets. HPC paid \$1800 last November for, as the commission understood it – five active sites and 20 sites to be filled. The commission discussed paying just \$500/year for the five active sites. The fee allows the commission to edit and add. If HOC stops paying, the sites remain on NEH but are static. Gorham will ask NEH what is our “contract year” August to August or November to November and also what kind of traffic we have generated? And how does the \$3000 “sponsorship” from Hidden Kalamazoo last year fit in? Did that only cover the Hidden Kalamazoo Sites or? Ferraro will check her files for NEH – contracts, meeting notes and HK Sponsorship.
- c. Practical Homeowner Workshops – Ferraro reported on workshops. The workshops were successful and well received. Ferraro included some suggestions for low cost, but useful workshops and a possible Expo in 2021. Also in the packet was information about the San Antonio Rehabarama where volunteers trained in

old house techniques, volunteer at an event that repairs old houses for low income and elderly. The commission liked that idea. Ferraro submitted a request for reimbursement for Old House Network expenses. OHN handled the registrations through Eventbrite as well as paying for all tools, materials and food for the workshops as well as providing equipment and worktables. Income from registration totaled \$733, expenses totaled \$446.50.

Sabel moved and Timmerman seconded a motion that the Old House Network keep all the funds in their account that were deposited by Eventbrite to reimburse for purchases and the use of Old House Network tools and equipment. With a roll call vote the motion passed unanimously.

Gorham moved and Sabel seconded a motion that the invoices for Old House Owners Workshops instructors (Ferraro, Bates, Leegwater) be paid from HPC funds With a roll call vote the motion passed unanimously.

- d. Grave Issues – Cemetery Project – Timmerman and Ferraro reported on the planned gravestone cleaning on September 28 at 10 am, section J of Mountain Home between the two driveways from West Main. We will post signs alerting lot holders that we are planning gravestone cleaning and to contact us if they wish to opt out of cleaning. Orientation of volunteers will begin at 10am and work start before 11. GIS will provide snacks, tools and equipment. We don't know how many gravestones we can clean because it is dependent on the number of volunteers. Ferraro will see if the city will pay for the cleaning compounds, D2 and Orvus WA Paste. If not could the HPC pay? **Sabel moved and Gorham seconded a motion that the HPC approves up to \$130 to purchase 2 gallons of D2 and one gallon of Orvus WA Paste. With a roll call vote the motion passed unanimously.**
- e. Preservation Month (PM) (Gorham) **No report**
- f. Designation & Sites (D) – (Robinson) **No report**
- g. Sustainability (SU) – Ferraro reported that the editing has been delayed but we should still be able to have the book by the holiday season.
- h. Operations (O) – Koenig reported on his quarterly meeting with Christina Anderson. He stated that Anderson was concerned that the SHPO-CLG grant would delay the survey. They also discussed the KVCC Trades program. In addition, they discussed the Bronson Park Master Plan and the need to prepare a public revision since a major part of the plan, the Fountain of the Pioneers is now gone.

VIII. Old/New Business

- a. Recruiting new HPC members
 - i. Application from Tim Hills – Ferraro reported sending another application invitation to Lenee Wilson, who attended the first OHOW Workshop. She and Mr. Hills will both be invited to the October 1, HOPC meeting.
- b. Approve annual budget – Koenig and Ferraro presented the budget. The 2020 budget is very similar to last year. **Sabel moved and Timmerman seconded a motion that the 2020 budget be approved as presented. With a roll call vote the motion passed unanimously.**
- c. Approve a letter supporting the grant application to the State Historic Preservation Office to fund an Intensive Level Historic Resources Survey – Ferraro reported that this is a necessary part of the grant application process. **Timmerman moved and Gorham seconded a motion that the chairperson should sign the letter. With a voice vote the motion passed unanimously.** Ferraro will print up a fresh copy for Koenig to sign on Friday.
- d. Move October 2019 HPC meeting from Tuesday October 8 to Tuesday October 1 to allow for the coordinator's absence. **Gorham moved and Sabel seconded a motion that October meeting of the Historic preservation Commission be moved to October 1 from October 8. With a voice vote the motion passed unanimously.**
- e. Move March 2020 HPC meeting to Wednesday March 11 to allow for the Presidential Primary. **Gorham moved and Koenig seconded a motion that October meeting of the Historic Preservation Commission be moved to March 11, 2020. With a voice vote the motion passed unanimously.**
- f. Discussion of proposal for a donation of \$5000 from the O'Connor Fund and a \$5000 match from the HPC to support the MHPN conference here in Kalamazoo in May 2020. Ferraro pointed out that a

ITEM L

proposal involving this amount of money would need to be on the agenda with a written proposal. Questions were raised that included:

- i. How often does a preservation or district commission directly support the conference?
- ii. What does the city get for being a sponsor/donor? Name in programs? Free registration?

IX. Approval of meeting notes: (5 min)

- a. July 9, 2019 Ferraro reported that she had completely lost track of her notes for the July meeting. Gorham offered to prepare her notes as minutes. The July 9th, 2019 meeting notes will be available for approval at the October 1, 2019 HPC meeting.

X. Coordinators Report on non-agenda items (5 min)

- a. Coordinators monthly report – no comments from the commission
- b. Correspondence - None

XII. Citizen Comments on NON-agenda items*

XIII. Commissioner Comments

Adjourn

8:00 PM

This page left blank for packets.

The HPC meeting scheduled for 10/01/19 (because the coordinator was out of state on 10/08/09, the regular meeting date) was cancelled due to a lack of quorum.

REVIEWS: Historic District Commission:

✓ HDC cases to 11/ 05/19 – 111 total			Fees total year to date, 2019	\$2625
	2019	2019	2018	2018 fees
○ 56 no fee		\$ 0	76 no fee	\$ 0
○ 41 bldg permit-\$35*		\$ 1435	41	\$ 1435
○ <u>14 HDC hearing - \$85</u>		<u>\$ 1190</u>	<u>17</u>	<u>\$ 1445</u>
111 TOTAL		\$ 2625	119	\$ 2870

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 11/ 05/19:
 - 35 – in Potential Historic Study Areas or established historic districts
 - 89 - in areas identified in the 2001 survey as “No Historic Properties”
- ✓ In 2018, 7 reviews in Potential Historic Study Areas were complete by 11/ 05/19
 - 14 – in Potential Historic Study Areas or established historic districts
 - 26 - in areas identified in the 2001 survey as “No Historic Properties”

SITES and PROJECTS:

- The First Church of Christ, Scientist has been razed. As of 9/24/19 the surface is still fill with no grass or sod. Buy 11/1/19 – there is grass.
- Contractors that misunderstood their instructions began removing soil from the top of the Indian Mound in Bronson Park. They scraped off a few inches and were stopped (not sure who stopped them) The damage was repaired, and new sod installed so the mound looks like it has a Band-Aid on it.
- Work is progressing on the east end of Bronson Park in preparation for moving the monuments.
- At Nazareth, demolition of the dormitory has begun. I have not verified this directly with the Sisters of Saint Joseph, but it is my understanding that the relics have been removed from the Holy Stair and the Holy Family Chapel has been de-sanctified. Asbestos abatement is going on.
- Work has begun on the Gilmore Foundation building at Portage and East Michigan. (Opera House/Pratt Building) The 2nd and 3rd floors will be 500-700 sq. ft. apartments renting for \$1.75/sq ft. Over two dozen apartments. The Michigan Association of Planners toured the building. Should be done by the end of the year.
- The storefronts facing the mall in the PNC/Peregrine Building (former First national Bank) will be filled by Cheri's Chocol'art – chocolate and ice cream.

ITEM M
Kalamazoo Historic Preservation Commission
Preservation coordinator's report
Tuesday, November 12, 2019

VACANT – NOT REHABBED BUILDINGS AND/OR UPPER FLOORS in Downtown Kalamazoo

Historic buildings – 50+ years old

Underlined- in Historic District (Eligible for Federal HP tax credit except #2)

Entire building vacant and undeveloped – Total 3

1. **KALAMAZOO GAZETTE BUILDING – 401 SOUTH BURDICK** – Purchased by Bronson Healthcare Group, south addition almost complete 2019, historic building still vacant
2. **CHARTER ONE BANK – NORTH SIDE, EAST MICHIGAN 200 BLOCK** (No HP tax credit eligibility)
3. **302 North Burdick – Kalamazoo Overall Co – Mr. Presidents – HK**

Upper floors vacant or undeveloped – 4 on mall, 4 on Michigan Avenue, 2 on N. Edwards – total 13

4. **International Hotel – Fandango – 241-7 South Kalamazoo Mall (2nd & 3rd floors)**
5. **Montgomery Wards – Terrapin/Walgreens – 237 South Kalamazoo Mall* (2nd & 3rd floors) HK**
6. **Fuller Building – Petals & Postings/Invitations by Design – 233 South Kalamazoo Mall (2nd & 3rd floors) HK**
7. **Boudeman Building – Rustica - south end - 236 South Kalamazoo Mall, west side* (2nd & 3rd floors) HK**
8. **Stevens Building – 312 West Michigan – Studio Grill (2nd floor) HK**
9. **Clapham McDonald Building – 131 East Michigan – 3rd floor HK**
10. **Gilmore Building (Pratt Building/Opera House) upper floors along Portage vacant HK**
11. **Winston's (Weber Building) 228 East Michigan - 3rd floor HK**
12. **Hiemstra Optical (Chase Building) - 234-8 East Michigan*(2nd floor) HK**
13. **266 East Michigan – Hall Building – Coney Island – upper three floors HK**
14. **318 East Michigan – Hotel Holt – Alfred E. Bike – 2nd & 3rd floors (NEW OWNER – rehab in progress) HK**
15. **100 North Edwards – Nave Architects – 2nd floor**
16. **150 North Edwards – Heritage Co – 2nd floor & far north, one story bay HK**

Upper floor unoccupied – total 2

17. **American National Bank (5/3) – 136 East Michigan – 15th floor only - now owned by Hinman HK**

First floor vacant, upper floors occupied – total 3

18. **Metropolitan Center – one storefront – 105 East Michigan – to be filled by MOMA-grocery store**
19. **Merrill-McCourtie Building – (south storefront only) former Dragon Inn – 232 South Kalamazoo Mall**
20. **Button Jannasch Building - 242 East Michigan – east 1st floor bay vacant – work in progress**

Notice this list is getting shorter! **HK = part of Hidden Kalamazoo Tour – 2/3 of the vacant/underutilized spaces!**

**20 buildings or spaces in historic buildings are unoccupied.
(Not counting temporary vacancies)**